

DOCUMENT IMAGING POLICY

The Office of the Clerk is now imaging pleadings for posting to WebPACER. Any subscriber to WebPACER will be able to read, download, store and print the full content of imaged documents. The clerk's office is not imaging or posting documents sealed or otherwise restricted by court order.

You should not include certain types of sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any other personal information will be made available over the Internet via WebPACER. If sensitive information must be included, certain personal and identifying information, i.e., Social Security numbers, financial account numbers, dates of birth and the names of minor children, must be redacted from the pleading, whether it is filed traditionally or electronically. In addition, exercise caution when filing documents that contain the following:

- * Personal identifying number, such as driver's license number;
- * medical records, treatments and diagnosis;
- * employment history;
- * individual financial information; and
- * proprietary or trade secret information.

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion, redaction and/or exclusion of certain material may be made. It is the sole responsibility of counsel and the parties to be sure that all pleadings comply with the rules of the court requiring redaction of personal identifiers. The clerk will not review each pleading for redaction. Counsel and the parties are cautioned that failure to redact personal identifiers and/or the inclusion of irrelevant personal information in a pleading or exhibit filed with the court may subject them to the full disciplinary and remedial power of the court, including sanctions pursuant to Fed. R. Civ. P. 11.